

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, November 20, 2019 – 9:00 A.M.**

Present for the Business Affairs Committee: Lydia Hernández Vélez, Esq. (Chair), Mr. Harold Epps, Mr. Steve Herzog (Teleconference); and Mr. Michael Soileau (Teleconference)

Present for the Executive Committee: Lydia Hernández Vélez, Esq., Mr. Harold Epps and Ms. Chekemma Fulmore-Townsend

Present for the Business Affairs and Executive Committees: Lydia Hernández Vélez, Esq., and Mr. Harold Epps

College Administration: Donald General, Ed.D., Mr. Jacob Eapen, Mr. Gim Lim, Mr. James P. Spiewak and Victoria Zellers, Esq.

AGENDA

PUBLIC SESSION – Business Affairs Committee

(1) Mint Freight Elevator Modernization RFP and Recommendation to Award (Action Item):

Discussion: Mr. Eapen reported that the freight elevator in the Mint Building has had protracted operational issues and overall unreliable performance during the past few years. An RFP for the turn key construction for a complete modernization of this unit was issued on October 17th, 2019 to secure competitive bids. Fifteen (15) contractors specializing in Elevator Modernization, General Construction and related sub-specialties of mechanical, electrical and technical related controls and safety fields expressed an interest in the solicitation.

Mr. Eapen stated that on November 6, 2019, three (3) complete bids were received. Staff conducted a bid and scope review with the two lowest bidders, Code Elevator Inc. and Schindler Elevator Company. The review was conducted in concert with Zipf Elevator Consultants, Inc., a professional elevator consulting firm with over forty (40) years of experience who was retained by the College for technical assistance in developing specifications, design and performance criteria. The results of the bids were as follows:

Code Elevator, Inc.	\$550,349
Schindler Elevator Company	\$593,700
Smith Construction	\$685,000

Mr. Eapen informed the Committees that while the cost of this modernization involves a significant capital investment, the finished product will provide for a robust, reliable unit with a useful life of thirty-five to forty years (35-40). In response to questions he noted that the timeline for the completion of the modernization project will be approximately thirty-two (32) weeks and that Code Elevator, Inc had excellent references. Mr. Eapen also noted that this is a freight elevator and is not used by students. He stated that staff recommend that the Business

Affairs Committee and Executive Committee of the Board of Trustees approve the awarding of the Mint Freight Elevator Modernization contract to Code Elevator, Inc. in the amount of \$550,349.00.

Action: Mr. Epps moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend that the Executive Committee of the Board of Trustees approve the awarding of the Mint Freight Elevator Modernization contract to Code Elevator, Inc. in the amount of \$550,349.00. The motion passed unanimously.

(2) AV Equipment for Library and Learning Commons (Action Item):

Discussion: Mr. Eapen stated that the College issued an RFP for the purchase and installation of audio visual equipment to be utilized in the new Library Learning Commons space. He noted that The Library and Learning Commons space will have three computer classrooms and two active learning classrooms, seven group study rooms, a one button studio, one conference room, and one clean/dry makerspace. Each of these spaces incorporates technology to varying degrees, respective to the needs of the user.

Mr. Eapen stated that spaces will all have a Cleartouch interactive display and that the active learning classrooms will have additional monitors for each table of 4 students. He noted that the equipment to be purchased and installed was for all three phases of the Library Learning Commons project. He informed the Committee that the College received three responses to the RFP as follows:

Visual Sound, Inc.(WBE)	\$271,577.40
SOLUTIONZ, Inc.	\$281,148.00
Applied Video Technology	\$396,542.00

Mr. Eapen stated that staff recommend that the Business Affairs Committee and Executive Committee of the Board of Trustees approve the awarding of this bid to Visual Sound, Inc. in the amount of \$271,578.

Action: Mr. Epps moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend that the Executive Committee of the Board of Trustees approve the awarding of the contract for Audio Visual Equipment for the Library and Learning Commons to Visual Sound, Inc. in the amount of \$271,578. The motion passed unanimously.

(3) New Contract Date with Follett (Action Item):

Discussion: Mr. Eapen stated that on November 4th, the Board of Trustees approved the College to enter into an agreement with Follett Higher Education Group (Follett) for bookstore services starting January 1, 2020. However, he discussed that due to the complexities and logistics of the bookstore management transition, Follett and the College have agreed to have the Agreement start on or around December 2, 2019 as opposed to January 1, 2020. A time table has been developed in cooperation with Follett, Barnes and Noble Education (B&N) and the College that has the bookstore closed December 2 through December 4, 2019. This will allow B&N to vacate the premises and allow Follett to begin to receive textbooks and other merchandise for the Winter and Spring semesters, as well as set up and test their POS systems. Mr. Eapen stated that staff recommends that the Business Affairs Committee and the

Executive Committee of the Board of Trustees approve to have the Agreement with Follett start on or around December 2, 2019.

Action: Mr. Soileau moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend that the Executive Committee of the Board of Trustees approve to have the Agreement with Follett start on or around December 2, 2019. The motion passed unanimously.

(4) IT Infrastructure Equipment for the Library & Learning Commons (Action Item):

Discussion: Mr. Spiewak stated that the College posted an RFP on PennBid for the Cisco core infrastructure/network equipment to be utilized in connecting the new Library Learning Commons space to the College network. He noted that the additional IT equipment is necessary to support the technology that is going into the renovated Library Learning Commons space. As noted in the agenda, there will be three computer classrooms, two active learning classrooms, and group study rooms, a one button studio, and a conference room equipped with ClearTouch technology. Additionally, another seventy-five computers will be positioned throughout the space as well as computers in the offices of the librarians and learning lab faculty. The equipment will also allow for a significantly more robust wireless network and brings the College up to the newest wireless standards.

Mr. Spiewak stated that the College received four responses to the RFP as follows:

Worldwide Services, LLC	\$111,037
Graybar.com	\$114,000
CNI Sales, Inc.	\$161,679
Saitech, Inc.	\$161,896

Mr. Spiewak stated that staff recommends that the Business Affairs Committee and the Executive Committee of the Board of Trustees approve the awarding of this bid to Worldwide Services, LLC in the amount of \$111,037.

Action: Mr. Epps moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend that the Executive Committee of the Board of Trustees approve the awarding of the contract for IT Infrastructure Equipment for the Library and Learning Commons to Worldwide Services, LLC in the amount of \$111,037. The motion passed unanimously.

PUBLIC SESSION – Executive Committee

Ms. Hernández Vélez called to order the meeting of the Executive Committee of the Board. Mr. Epps moved that the Executive Committee approve the four (4) recommendations made by the Business Affairs Committee. This motion was seconded by Ms. Chekemba Fulmore-Townsend. The motion passed unanimously.

(5) Next Meeting Date:

The next meeting of the Business Affairs Committee was rescheduled to Wednesday, January 29, 2020 at 9:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

EXECUTIVE SESSION

An Executive Session followed the Public Session.

JE/lm